

CLE Instructions for Alaska Bar Members

*In order to receive credit for this
course,
take an additional copy of the Uniform
Certificate of Attendance form
& submit your hours by affidavit
directly to
the Alaska Bar.*

**OLE does not file any documents directly with
the Alaska State Bar.**

January 10, 2008

*Address any questions to
annemarie.sullivan@usdoj.gov*

CLE Instructions for ALABAMA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance**

**and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for ARKANSAS Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance**

**and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for Arizona Bar Members

*After filling out the Uniform Certificate of Attendance, take a
second copy home with you.*

*It will serve as your certificate of attendance.
You may wish to have it **signed**
by a member of the seminar team.*

OLE does not file any documents directly with
the Arizona Bar.

*Address any questions to
annemarie.sullivan@usdoj.gov*

CLE Instructions for California Bar Members

*In order to receive credit for this
course,
take an additional copy of the
Uniform Certificate of Attendance
& submit your hours by affidavit
directly to
the California Bar.*

**OLE does not file any documents directly with
the California State Bar.**

May 7, 2008

Address any questions to
annemarie.sullivan@usdoj.gov

CLE Instructions for Colorado Bar Members

*In order to receive credit for this
course,
take an additional copy of the
Uniform Certificate of Attendance
& submit your hours by affidavit
directly to
the Colorado Bar.*

**OLE does not file any documents directly with
the Colorado State Bar.**

January 10, 2008

Address any questions to
annemarie.sullivan@usdoj.gov

CLE Instructions
for
Delaware Bar Members

*Please complete the Uniform
Certificate of Attendance and leave it
with course personnel.*

Address any questions to
[*annemarie.sullivan@usdoj.gov*](mailto:annemarie.sullivan@usdoj.gov)

Course Name

Course Date

Course Number

Course Location

[All Members of the Delaware Bar are required to sign in and sign out, on a daily basis, from this seminar, with the exception being scheduled breaks and/or lunch. This sheet will be submitted to the Delaware Bar upon conclusion of the course. Thank you.]

[illegible]

NEW *Florida Bar Members:*

Effective July 15, 2005

Post your credits online

using the information from the CLE attendance form.

1. Go to www.floridabar.org
2. Click on Member Profile on the right side of the web page.
3. Click on CLE Activity Posting.
4. Contact 850-561-5842 for assistance.

Please complete the Uniform Certificate of Attendance
and return to it course personnel
for OLE tracking purposes.

INSTRUCTORS:

**PLEASE ASK COURSE PERSONNEL FOR
THE FLORIDA LECTURE FORM.**

CLE Instructions for GEORGIA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for IOWA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions ***for*** ***Idaho Bar Members***

Please complete the Uniform Certificate of Attendance
and leave it with course personnel.

In order to receive CLE credits you must:

*Also complete the
Idaho State Bar form and
send it directly to them
along with a copy of the course agenda .*

OLE does NOT file any documents directly with
the
Idaho State Bar.



IDAHO STATE BAR CONTINUING LEGAL EDUCATION

P.O. Box 895 • Boise, Idaho 83701 • (208) 334-4500 • Fax (208) 334-2764

APPLICATION FOR CONTINUING LEGAL EDUCATION ACTIVITY

APPLICATION DATE:

Please Complete BOTH Sides of Form

1. Name and Address of Applicant:

(Notice of Decision will be mailed to the following address)

Applicant's Phone
& Email:

ISB Number of Applicant:

(If the applicant is an Idaho attorney)

2. Name & Address of Sponsoring Organization:

(If different from above)

3. Title of Educational Activity:

5. Total Minutes of Instruction:

(not including breaks, meals & introductions)

General:

Ethics:

(To receive ethics credits, please include a complete description of the legal ethics topics covered and their specific presentation times.)

Total Minutes:

6. ☐ Reciprocal Admission Credit Approval Requested

(The legal education topics covered in the course are on Idaho practice, Idaho procedure and/or Idaho ethics requirements.)

7. Method of Presentation:

- | | | |
|-------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Live | <input type="checkbox"/> Teleconference | <input type="checkbox"/> Satellite |
| <input type="checkbox"/> Video Tape | <input type="checkbox"/> Video Conference | <input type="checkbox"/> CD Rom |
| <input type="checkbox"/> Audio Tape | <input type="checkbox"/> Correspondence | <input type="checkbox"/> DVD |
| <input type="checkbox"/> Online: | <input type="checkbox"/> Live | <input type="checkbox"/> Video |
| <input type="checkbox"/> Audio | <input type="checkbox"/> Interactive | |
| <input type="checkbox"/> Other | <input type="text"/> | |

Notice of Decision

(To be completed by the Idaho State Bar.)

COURSE NUMBER

The following action has been taken on this application:

☐ **APPROVED** for CLE Credits.

Total Includes Ethics Credits.

Approval: ☐ Prior ☐ Post

☐ Reciprocal Admission Credit (RAC) Approved

☐ **ACCREDITATION DENIED**

Date Check Amount

Check Number

4. Date(s) & Location(s) of Presentation:

8. Is the Program:

An in House Activity: ☐ Yes ☐ No

A Self-Study Activity: ☐ Yes ☐ No

9. Program's primary target group (lawyers, accountants, physicians, etc.):

10. Registration Fee being Charged for the Program:

\$

11. Program Materials:

Approx. Number of Pages:

Provided to the participants: ☐ before or ☐ at the course.

12. Description of Physical Facilities:

☐ Classroom ☐ Writing Surface Provided

☐ Theater ☐ Other

Make Copies of this Form as Needed

Submit the Following with the Application:

1. Course schedule/brochure showing specific course topics and specific presentation times. A schedule is necessary for determining whether a course qualifies for credit and for counting credit hours.
2. Faculty name(s) and credentials (if not in brochure or description).
3. Application fee of \$40.00 per program (if you are applying as the Sponsoring Organization).
4. Verification from the sponsor that you attended the course if you are an Idaho attorney and want your name added to the Idaho State Bar's attendance records.

By signing below, the Sponsoring Organization agrees:

1. To allow the Idaho State Bar, a member thereof or such other person as it shall designate, to audit the program in question, and
2. To maintain a list of all Idaho attorneys actually attending the program and to transmit such list to the Idaho State Bar within **twenty-eight (28) days** following the final presentation of the program, as listed on the front of this form. Please include the course name and course number when submitting the attendance list.

Application Submitted by: ☐ Individual Attorney ☐ Sponsoring Agency (enclose \$40.00 application fee)

By: _____

Phone Number: _____

Printed Name: _____

Email: _____

Title: _____

Date: _____

INSTRUCTIONS

(NUMBERS CORRESPOND TO QUESTIONS ON THE FRONT OF THE FORM)

Enclose a \$40.00 application fee if you are applying as the Sponsoring Organization.

Fee is non-refundable. Applications submitted without fee will be returned unprocessed.

No fees are charged to individual attorney applicants. Make checks payable to the Idaho State Bar.

1. Complete name, address and telephone number of sponsor or individual submitting application.
2. Complete name and address of sponsoring organization (if different from #1).
3. Complete title for the program or activity exactly as it appears on the promotional brochure.
4. List of dates and locations for each presentation.
5. Indicate minutes of actual instruction for the program.
6. Indicate if reciprocal admission credit (RAC) approval is requested. Courses on Idaho practice, Idaho procedure and/or Idaho ethics requirements may qualify for RAC approval.
7. Indicate method of presentation.
8. Indicate if program is an in-house activity. An in-house activity is a program presented only to attorney members of the sponsoring firm or organization. It is not open to the public and no registration fee is charged.
9. Indicate what professional group or groups (i.e. lawyers, accountants, etc.) the program is designed to educate.
10. Indicate fee charged to program participants.
11. Describe the written materials for the program.
12. Describe physical facilities.

If you have any questions concerning this form or the MCLE accreditation process, please contact the Membership Department of the Idaho State Bar at (208) 334-4500 or astrauser@isb.idaho.gov

CLE Instructions for Illinois Bar Members

*Please complete two copies of the
Uniform Certificate of Attendance.*

*Have one copy signed by a member of the training team and
retain this for your records.*

*Return the second copy to the training team for OLE tracking
purposes.*

**OLE does not file any documents directly with
the
Illinois State Bar.**

May 7, 2008

*Address any questions to
annemarie.sullivan@usdoj.gov*

CLE Instructions for INDIANA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions
for
KANSAS Attorneys

The Kansas CLE Commission requires that thorough, high quality, readable, useful and carefully prepared written materials be made available to the participants at or before the time of the program.

This requirement can be met by the sponsor providing printed copies or copies stored on electronic media, but if electronic media is provided, the sponsor must also provide a laptop so that the materials may be viewed at the time of the program.

If you did not receive materials in either format, you cannot claim CLE credit.

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.
OLE will report your attendance to your bar.**

CLE Instructions for Kentucky Bar Members

Please complete the Uniform Certificate of Attendance
and leave it with course personnel.

In order to receive CLE credits you must:

***Also complete the Kentucky
State Bar form #3
and send directly to the Kentucky State Bar
along with a copy of the course agenda and the
\$20 application fee.***

***OLE does NOT file any documents directly with
the
Kentucky State Bar.***

UNIFORM CERTIFICATE OF ATTENDANCE

for approved Continuing Legal Education Activity

Within 30 days, this certificate shall be filed with the appropriate MCLE Board(s) or Commission(s)

Activity Identification

Sponsor: U.S. Department of Justice/Office of Legal Education

Activity Title: _____

Date: _____ Location: _____ Activity #: _____

*This program has been approved by the Kentucky Bar Association for a TOTAL of _____ CLE CREDITS.
Of this TOTAL _____ credits are designated as ETHICS CREDITS.*

If this program has not been previously approved by the Kentucky Bar Association: file a form 1 "Application for Accreditation of CLE Activity", attach the agenda (must include the time schedule), and information regarding the qualifications of the instructor(s), along with an application fee of \$20.00.

(PLEASE NOTE: KY CALCULATES CLE CREDITS BASED ON A 60 MINUTE HOUR EFFECTIVE JULY 1, 1995.)

Certification

By signing below, I certify that I attended the activity described above and am entitled to claim
_____ CLE credits, including _____ ethics credits.

Name (Print)

Signature

Address

Date: _____ KBA ID#: _____

Other MCLE states where you wish the PROGRAM SPONSOR to report CLE credit: _____

Acknowledgment

When required please complete the following (NOT required by the KY Bar Association):

Acknowledged by: _____
Sponsor Representative

ATTENDEE: Please complete & retain this portion for your records.

Sponsor: U.S. Department of Justice/Office of Legal Education

Activity Title _____

Date: _____ Location: _____ Activity #: _____

TOTAL CREDITS CLAIMED _____ ETHICS CREDITS CLAIMED _____

CLE Instructions for Louisiana Bar Members

Please complete the Uniform Certificate of Attendance form and leave it with course personnel.

In order to receive CLE credits you must:

If you're a ***student***,
fill out the Louisiana certificate of attendance (form 3).

If you're also an ***instructor***,
fill out form 4.

*Send the Louisiana form(s) directly to the
Louisiana State Bar.*

along with your check for \$20 application fee.

OLE does not file any documents directly with the Louisiana State Bar.



MEMBER APPLICATION FOR OUT-OF-STATE CLE ACTIVITY CREDIT

- Complete one application for each activity for which an application for MCLE accreditation in Louisiana has not been submitted by the sponsor. If more than one out-of-state CLE activity is to be submitted, photocopies of this form are perfectly acceptable.
- Mail completed application and attachments with payment in the amount of \$20.00 for each application to:

MCLE Committee
2800 Veterans Memorial Blvd. Ste. 310
Metairie, LA 70002

Committee on Mandatory Continuing Legal Education

Form 3
Rev. 11/05

PART A

INSTRUCTIONS

A member may request approval of an out-of-state CLE activity if the sponsor does not apply for approval (Regulations/Rule 4.5.1). In order to complete this application, you must include a copy of the announcement brochure and/or outline for this CLE activity that clearly describes the following items:

1. The overall objective and purpose of the program
2. The content and subject matter of each lecture and/or session
3. Names and qualifications of each speaker or presenter
4. The actual amount of instructional time devoted to each lecture and/or session
5. \$20.00 application fee (See Regulation/Rule 7.4). Checks should be made payable to LASC MCLE.

Out-of-state filings must be received by the MCLE Committee no later than January 31 of the following calendar year. Failure to file timely will result in a \$150 delinquency penalty (Regulations/Rule 6(c)).

For questions regarding the completion of this application form or pertaining to any of the MCLE requirements in Louisiana, please contact the MCLE Department at the following numbers: (504) 828-1414 or (800) 518-1518, or e-mail to mcle@lascmcle.org.

PART B

CLE ACTIVITY INFORMATION

Title of CLE Activity

Name of Sponsor

Date(s)

Meeting Site

City

State

Registration Fee

Is the activity primarily designed for and targeted to attorneys? YES ☐ NO ☐ If "NO", describe in sufficient detail how this activity would provide continuing legal education to attorneys: _____

CREDIT HOURS: To calculate the number of credit hours enter the total number of minutes of instruction on the first line and divide by 60 minutes. Time devoted to introductory remarks, breaks, meetings or meals does not qualify for CLE credit. In order to qualify for ethics or professionalism, a segment must be a minimum of 60 minutes in length and devoted specifically to the topic. Credit must be specified as ethics or professionalism. Dual credit is not offered.

_____ ÷ 60 minutes = _____
Total Minutes of Instruction No. of Credit Hours

Ethics Credit: Yes ☐ No ☐
Professionalism: Yes ☐ No ☐

If you are seeking specialization credit for this program, please select the area of specialization below and enclose an additional set of attachments as per Part A. The MCLE Committee will forward your application to the appropriate specialization review board. A separate response will be forwarded to you from the Specialization Committee. An additional filing fee is not required.

Specialization Credit: ☐ Estate Planning ☐ Family Law ☐ Taxation

PART C

MEMBER INFORMATION

Name of Member

Louisiana Bar Number

Street Address or P.O. Box

City

State

Zip

Telephone

E-mail Address

I attest that I did attend the above CLE activity for the full number of hours reported. I understand that a false statement or misrepresentation is subject to disciplinary action pursuant to Rule 19 of the Louisiana Rules of Professional Conduct.

Member Signature

CLE Instructions ***for*** ***Maine Bar Members***

Take a second copy of the Uniform Certificate of Attendance, add your name and total hours and have it signed by a member of the training team.

You should keep this for your records.

Please do not leave it behind.

Return ONLY one Uniform Certificate of Attendance form to course personnel for OLE tracking records.

Address any questions to
annemarie.sullivan@usdoj.gov

***CLE Instructions
for
Minnesota Bar Members***

Effective January 1, 2007

Please complete the Uniform Certificate of Attendance
and
leave it with course personnel for our tracking records.

Complete the Minnesota Appendix I form
and

*Send it directly to the Minnesota Bar
at the address on the form*

along with a copy of the agenda and your check for \$35.

Leave ONLY the
Uniform Certificate of Attendance with course personnel.
***OLE does not report attendance to the Minnesota CLE
Board.***

Appendix I
MN STATE BOARD OF CONTINUING LEGAL EDUCATION
SUITE 201, 380 JACKSON STREET, ST. PAUL, MN 55101
COURSE ACCREDITATION FORM

Instructions: ENCLOSE \$35.00 APPLICATION FEE (RULE 4A (7)). Please type. Leave no blanks. Please refer to the Rules of the Board of Continuing Legal Education published in the Court Rules volume of the Minnesota Statutes. The CLE rules are also available on the Board's website, www.mbcle.state.mn.us.

A lawyer or sponsoring agency adversely affected by the determination of the Director may request review by the Board. Until credit is granted by the Minnesota Board of Continuing Legal Education, sponsors are asked to advertise credit as "applied for."

SPONSOR INFORMATION

U.S. Department of Justice, Office of Legal Education

Name

1620 Pendleton Street

Street Address

Columbia

City

SC

State

29201

Zip Code

Annemarie Sullivan

Contact Person

803-705-5100

Telephone (area code)

Submitted by: Name _____

____ course sponsor ____ course participant (check one)

Expected Audience or Marketing Target: _____

A list of Minnesota participants must be maintained by the sponsor and made available to the Board upon request.

COURSE DATA

Title

Date

Location

Check those which apply:

____ live lecture ____ in-house course (see Rule 5(B)) ____ demonstration, role play, mock trial
____ study tour ____ videotape/film (must have live faculty member*) ____ teleconference
____ live satellite broadcast or webcast (question and answer participation)

FACULTY DATA: Indicate where in the brochure this information is found or attach separate sheet.

SESSION SCHEDULE AND AGENDA: Enclose a copy of the promotional brochure with a detailed agenda or, on an attached sheet, show the complete breakdown of the program. Mark the segments for which credit is requested. For each segment, indicate the beginning and ending times, the faculty, and sufficient detail about the content of the segment so that an accreditation decision can be made. Indicate for each segment the type of CLE credit for which you are applying. For more information regarding each of these types of credit, see the CLE rules. Course segments may be accredited as one of the following:

- Standard CLE (Rule 5A)
- Ethics CLE (Rule 2H, Rule 5A and Rule 6A)
- Elimination of Bias CLE (Rule 2I, Rule 5A and Rule 6B)
- Law Office Management CLE (Rule 5A and Rule 6C)
- Professional Development CLE (Rule 2P and Rule 5A)

Describe the course materials to be distributed to participants or submit a copy. Please note that in Minnesota, credit is awarded on the basis of one hour for each 60 minutes of actual classroom training.

*Provide faculty qualifications.

ETHICS AND PROFESSIONAL RESPONSIBILITY CONTENT: Ethics or professional responsibility *must* be a component of every accredited standard CLE course in Minnesota or an explanation must be provided as to why ethics is not covered. In addition, courses may also be accredited as “Ethics CLE.” See Rules 6A and 6B of the CLE rules. **In order to qualify for ethics CLE credit, an ethics course or segment of a course must be at least 30 minutes in length.**

Check below the treatment of **ethics or professional responsibility** content in the program:

- _____ A portion of the program 30 minutes or more in length addresses **ethics or professional responsibility** and is marked as “Ethics” on the attached program agenda.
- _____ Ethics or professional responsibility concerns are addressed throughout the program but no distinct segment is 30 minutes or more in length.
- _____ No portion of the program addressed ethics or professional responsibility. Attached is an explanation of why ethics or professional responsibility content is not present in this program.

ELIMINATION OF BIAS EDUCATION: Please check here to indicate whether you are requesting Elimination of Bias credit for this program:

- _____ Elimination of Bias credit is sought. See attached narrative.
- _____ No credit for Elimination of Bias is sought.

CLE rule 6B describes course requirements for CLE on the “elimination of bias in the legal profession and in the practice of law.” In order to be afforded **“elimination of bias” credit, such courses or segments of courses must be at least 60 minutes in length.** If elimination of bias credit is sought for some portion of this course, please do the following:

1. Review the “elimination of bias” goals listed below;
2. Mark the segment or segments on the agenda that the sponsor believes fulfill these requirements;
3. Attach a brief written narrative describing how the course segment or segments meet one or more of the “Learning Goals for Minnesota Elimination of Bias Courses” listed below.

Please note that courses or segments of courses may address ethics and elimination of bias topics. A sponsor may seek credit in one category or the other, but a course or segment will not be accredited in both categories simultaneously. The Board will determine in which category credit will be granted, based upon the course description and the sponsor’s narrative.

LEARNING GOALS FOR MINNESOTA ELIMINATION OF BIAS COURSES

Courses accredited as “elimination of bias” must be at least **60 continuous minutes in duration**, must be directly related to the practice of law, must meet all other requirements of Rule 5 of the CLE rules and must be designed to meet one or more of the following goals:

1. to educate lawyers about the elimination of bias or prejudice in the legal profession, in the practice of law, and/or in the administration of justice;
2. to educate lawyers regarding barriers to hiring, retention, promotion, professional development and full participation of lawyers of color, women, and those persons referenced in the “course in the elimination of bias in the legal profession and in the practice of law” definition (Rule 2I) of the CLE rules, both in the public and private sector of the legal profession and in the practice of law;
3. to educate lawyers about the problems identified in the Supreme Court’s Race Bias and Gender Fairness Task Force Reports, as well as in other studies, reports or treatises which describe bias and prejudice in the legal profession, in the practice of law, and/or in the administration of justice.

LAW AND LITERATURE

Applications for credit for Law and Literature courses must comply with the requirements of Rule 4D as well as the standard CLE requirements set forth in Rule 5A.

CLE Instructions for Missouri Bar Members

*In order to receive credit for this
course,
take an additional copy of the Uniform
Certificate of Attendance
& submit your hours by affidavit
directly to
the Missouri Bar.*

**OLE does not file any documents directly with
the Missouri State Bar.**

May 7, 2008

Address any questions to
annemarie.sullivan@usdoj.gov

CLE Instructions for MISSISSIPPI Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for MONTANA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for NORTH CAROLINA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for NORTH DAKOTA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for New Hampshire Bar Members

*After filling out the Uniform Certificate
of Attendance,
take a*

second copy home with you.

*You may wish to have it **signed**
by a member of the seminar team.*

*Although OLE will forward your attendance
and course information to the New
Hampshire Bar, the Bar also requires that
you report these hours to them.*

CLE Instructions for New Mexico Bar Members

*Please note that as of January 1, 2006, New Mexico calculates credit hours as
60 minutes=1 credit.*

In order to receive CLE credits you must:

*Complete the attached
Uniform Certificate of Attendance
and
the New Mexico form.*

*Please leave all forms along with
your check for \$1.00 per credit hour
with course personnel.*

**(If you have no check, you may send it directly to the NM Bar
referencing this course.)**

May 7, 2008

Address any questions to
annemarie.sullivan@usdoj.gov

• P.O. Box 93070 • Albuquerque, New Mexico 87199
(505)-821-1980 • (505)-821-0220 fax

COURSE EVALUATION REPORT

Sponsor: _____

Course: _____

Date: _____

(Please use a check mark (✓) to indicate your rating)

PRESENTATION SKILLS:

Level of Practical
experience demonstrated-----
Level of academic
experience demonstrated-----
Ability to communicate-----
Organization-----

(5.00) Outstanding	(4.00) Excellent	(3.00) Good	(2.00) Fair	(1.00) Poor

COURSE MATERIALS:

Current (up-to-date)-----
Thoroughness-----
Readability-----
Overall Value-----

OVERALL COURSE CONTENT AND EFFECTIVENESS RATING:

Did the course -
Relate to legal subjects/
your practice of law?-----
Contain relevant ethical issues?
Contain an appropriate
level of information?-----
Challenge your thinking?
A. Practically-----
B. Academically-----
Teach you new applications?
Improve your professional
effectiveness?-----
Overall, how satisfied were
you with this session ?-----
Did the course meet or
exceed your expectations?-----

Submission by: _____

(type or print)

Signature: _____

Title: _____

Date: _____



U.S. Department of Justice

Executive Office for United States Attorneys

Office of Legal Education

National Advocacy Center

(803) 705-5100

Continuing Legal Education Office

fax 803-705-5110

1620 Pendleton Street

Columbia, SC 29201-3836

TO: Ms. Anita Otero
MCLE Administrator
Minimum Continuing Legal Education
PO Box 93070
Albuquerque, NM 87199

SUBJECT: **CERTIFICATE FOR NEW MEXICO STATE BAR**

This is to certify that I, _____

Bar Membership Number _____ attended the course entitled

_____ held on _____ in _____

sponsored by the Department of Justice, Office of Legal Education.

CLE credit hours (based on 60 minutes) _____

Signature

Date

I am enclosing for the above course my check in the amount of \$_____. (To calculate the amount: total hours multiplied by \$1.00.)

CLE Instructions for NEVADA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for New York Bar Members

Please fill out the NY certificate of attendance and have it signed by a member of the training team.

You should keep this for your records.

Please do not leave it behind.

Return ONLY the Uniform Certificate of Attendance to course personnel for OLE tracking records.

OLE does not report your attendance to the New York Bar.

CLE Instructions for Ohio Bar Members

In order to receive CLE credits please,

*Complete the Uniform Certificate of Attendance
and*

*if you're a student, complete the Ohio **Request For
Credit For Attendance At A CLE Activity Outside Ohio**
[Form 1(a)]*

*if you're an instructor also complete the Ohio **Request
For CLE Credit For Teaching At An Approved CLE
Activity [Form2]***

Leave all documents with course personnel.

May 7, 2008

Address any questions to
annemarie.sullivan@usdoj.gov

THE SUPREME COURT OF OHIO
Commission on Continuing Legal Education
65 South Front Street, 5th Floor
Columbus, Ohio 43215-3431

REQUEST FOR CREDIT FOR ATTENDANCE AT A CLE ACTIVITY OUTSIDE OHIO

This form must be accompanied by a completed Form 6 when applying for post-program approval. If pre-approval of an activity is being sought, this Form 1(a) is not valid until after you attend. You may not request credit for attendance before you have actually attended.

PLEASE PRINT.

Name: _____

Address: _____
(Please use home address.)

City/State/Zip: _____

Daytime Telephone: (____) _____

Activity Title: _____

Date and City/State: _____

Sponsor: _____

ATTORNEY'S OHIO SUPREME COURT REGISTRATION NUMBER

OHIO CCLE ACTIVITY NUMBER

(If known by applicant; if not, leave blank for CCLE Office use.)

TOTAL CREDIT HOURS ATTENDED _____ *

*Please provide break down of total hours requested. Failure to provide breakdown will result in the form being returned.

GENERAL

ETHICS

SUBSTANCE ABUSE

PROFESSIONALISM

Attorney Signature: _____

CLE Instructions for OKLAHOMA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.



MCLE FORM 2: Group CLE Activity Accreditation Application

Instructions:

Pursuant to MCLE Rule 4.3, sponsors of Group CLE Activities must apply for accreditation no later than 30 days after the completion of the CLE activity.

Individual bar members may also apply on their own behalf for accreditation of a Group CLE Activity by using this form. No fee is required.

The sponsor fee is \$40 for a program of 4 or fewer hours and \$75 for a program of more than 4 hours. The sponsor fee for a series of programs not exceeding 3 hours in 3 consecutive months is \$40. A sponsor fee is required for each repeat (live or electronic) of the programs. (See MCLE Rule 4.3(c).)

Name and address of person or organization applying (Please print. This will be mailing label):		Applying As (check one): <input type="checkbox"/> Sponsor <input type="checkbox"/> Individual Member Bar # _____	
Phone: _____		Contact Person (Sponsors only): _____	
Title of CLE Activity: _____			
Name of CLE Sponsor (if not the applicant): _____		Phone: _____	
Date(s) and Location(s) of CLE Activity Date(s) _____ Location(s) (city/state) _____		Number of credits requested: General _____ Practical Skills _____ Prof. Resp.: Ethics _____ Child Abuse Rep _____ E/B _____ TOTAL _____	
Delivery method(s): <input type="checkbox"/> faculty in room with participants; <input type="checkbox"/> telephone to broadcast site; <input type="checkbox"/> interactive video; <input type="checkbox"/> satellite <input type="checkbox"/> audiotape presentation; <input type="checkbox"/> videotape presentation; <input type="checkbox"/> interactive computer/internet; <input type="checkbox"/> discussion leader present			
Is this a replay? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify program producer: _____			
Will this program include the use of written materials? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please explain) Total pages: _____		List any attendance restrictions [See MCLE Rule 5.1(f)] _____	
Describe sponsor's experience in providing CLE activities (for non-OSB accredited sponsors): _____			
This application will not be processed unless the following are enclosed: ✓ Copy of the program agenda showing timelines ✓ Biographical information on the program faculty ✓ Copy or sample (15-20 pages) of program's written materials - include ethics portion if applicable ✓ Sponsor Fee			
Sponsor/Member Signature: _____		Date: _____	

OSB MCLE Office Use Only			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Fee Paid: _____	MCLE Credits: _____	General: _____
MCLE Dept.: _____	Reciprocity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ethics: _____	
Date: _____	Program No.: _____	E/B: _____	
		General or Practical Skills: _____	
		Total: _____	

Make a copy of this form for your records and mail the original to:
Oregon State Bar MCLE, 16037 SW Upper Boones Ferry Rd., PO Box 231935, Tigard, OR 97281-1935
(503) 620-0222 X368 or 1-800-452-8260 X368

CLE Instructions for Oregon Bar Members

Please complete the Uniform Certificate of Attendance
and leave it with course personnel.

In order to receive CLE credits you must:

*Also complete the attached
Oregon State Bar form #2 and
send it directly to the Bar,
along with a copy of the course agenda .*

**OLE does NOT file any documents directly with
the
Oregon State Bar.**

***CLE Instructions
for
Puerto Rico Bar Members***

**OLE is not an accredited provider with the
Puerto Rico Bar and does not file any documents
directly with the Bar.**

*In order to receive credit for this course,
complete two copies of the
Uniform Certificate of Attendance.
Submit one copy directly to
the Puerto Rico Bar, along with a copy of the
OLE-NAC description sheet. Return the second
copy to the training team for OLE tracking
purposes.*

May 7, 2008

Address any questions to
annemarie.sullivan@usdoj.gov

CLE Instructions for Rhode Island Bar Members

*After filling out the Uniform Certificate
of Attendance,
take a*

second copy home with you.

*You may wish to have it **signed**
by a member of the seminar team.*

*Although OLE will forward your
attendance and course information to the
Rhode Island Bar, the Bar also requires
that you report these hours, as well.*

CLE Instructions for SOUTH CAROLINA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for TENNESSEE Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for Texas Bar Members

In order to receive CLE credits you must complete
the Uniform Certificate of Attendance
and
the Texas State Bar form.

Send the state form directly to the Texas State Bar
at the address on the form
along with a copy of the agenda and your check for
\$15.

Leave ONLY the
Uniform Certificate of Attendance with course
personnel.



APPLICATION FOR ACCREDITATION OF CLE ACTIVITY

State Bar of Texas Minimum Continuing Legal Education

P.O. Box 13007 Austin, TX 78711-3007 Street Address: 1414 Colorado St., Suite 503, Austin, TX 78701

Phone: 1 (800) 204-2222 ext. 2106 Fax: 1 (512) 463-1498 E-mail: mcle@texasbar.com



SUBMITTED BY: ☐ Sponsor of the CLE Activity (Complete parts A, B, C and E) ☐ Individual Attorney Seeking Credit for Out-of-State CLE Activity (Complete Parts A, B, D and E)

PART A SPONSOR INFORMATION

SPONSOR NUMBER: 0313 SPONSOR NAME: U.S. Department of Justice, Office of Legal Education

CONTACT NAME: Annemarie Sullivan PHONE: (803)705-5121 EXT: FAX: (803) 705-5110

MAILING ADDRESS: 1620 Pendleton Street, Columbia, South Carolina 29201

E-MAIL ADDRESS: annemarie.sullivan@usdoj.gov

PART B CLE ACTIVITY INFORMATION

TITLE OF ACTIVITY:

DATES AND LOCATIONS:

TOTAL NUMBER OF ATTORNEYS EXPECTED TO ATTEND:

REGISTRATION FEE: TOTAL NUMBER OF NON-ATTORNEYS EXPECTED TO ATTEND:

AREA(S) OF STUDY: (Please see reverse side for a list of areas of study)

CHECK ALL THAT APPLY:

METHOD OF PRESENTATION

☐ IN-HOUSE ACTIVITY (Only offered to attorneys within your firm or organization)

☐ LIVE PRESENTATION

☐ OTHER: _____

☐ WRITTEN MATERIALS WILL BE DISTRIBUTED

☐ VIDEOTAPED PRESENTATION

☐ THE ACTIVITY IS DESIGNED FOR, AND TARGETED TO ATTORNEYS

☐ SATELLITE

☐ COMPUTER/
ONLINE SEMINAR

☐ THE ACTIVITY IS TARGETED TO OTHER PROFESSIONALS OR CLIENTS

☐ TELEPHONE BROADCAST

(Complete Attachment F)

(Specify) : _____

CLE CREDIT HOURS: Calculation of CLE credit hours is based upon actual instruction time, rounded to the nearest one-quarter (.25) hour.

TOTAL MINUTES
OF INSTRUCTION:
(Including ethics)

TOTAL PARTICIPATORY HOURS:
(DIVIDE TOTAL MINUTES BY 60)
(Include ethics in this total)

TOTAL ETHICS:
(Number of ethics hours
included in the total hours)

REQUIRED ATTACHMENTS: Attach an outline, agenda and/or brochure for the activity which describes the following:

1. The overall objective and purpose of the program;
2. The content and subject matter of each lecture and/or session;
3. Names and qualifications of each speaker or presenter; and
4. A timed outline or agenda which identifies the instructional time devoted to each lecture or session. The agenda should identify beginning and ending times for the program as well as scheduled breaks, lunches, opening/closing remarks and Q & A sessions.

PART C SPONSOR ACCREDITATION FEE Please select one of the following payment options

☐ Payment Option A = \$10.00 X total participatory hours
(the full fee is due upon submission if Payment Option A is selected)

☐ Payment Option B = \$5 X the number of attorneys attending

☐ Exempt (See instructions on reverse side to determine eligibility)

☐ **MCLE Late Filing Fee:** A late filing fee is required for applications that are not received in the MCLE office at least 15 calendar days prior to the starting date of the activity. This fee is in addition to the accreditation fee and is required even if the activity is exempt from the accreditation fee.
(See MCLE Regulations, Section 10.8.7)

(Unless exempt, the minimum fee, regardless of the option selected, is \$25.00)

\$ **AMOUNT PAID** (Including late fee if applicable)

Authorized Signature

Date

PART D INDIVIDUAL ATTORNEY INFORMATION

(A \$15 fee is required with each application)

ATTORNEY NAME: BAR NUMBER:

MAILING ADDRESS:

PHONE () - EXT: FAX () - EMAIL:

SIGNATURE: DATE:

INDIVIDUAL APPLICATIONS FOR TELEPHONE, INTERNET OR OTHER INTERACTIVE PARTICIPATORY ACTIVITIES WILL NOT BE ACCEPTED

A \$15 FEE IS REQUIRED WITH EACH INDIVIDUAL APPLICATION. PLEASE MAKE CHECKS PAYABLE TO 'STATE BAR OF TEXAS.'

PART E ADDITIONAL FORMS REQUEST

Select the type of form needed. Write the number of forms requested on the line to the right. Refer to the back of this application for information regarding each form:

Accreditation Application _____	CLE Credit Input Form _____	Course (For CLE Sponsors Only) Attendance Forms _____
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Instructions

GENERAL: Please indicate at the top of the form whether this application is being submitted by a CLE sponsor/provider, or by an individual attorney. A separate application form must be completed and filed for each CLE activity or course, except when the course is repeated in exactly the same format and with identical content and only the date and location of the activity are changed for the repeat presentation. If you are a CLE sponsor or provider applying to have one of your courses accredited, you will need to complete Parts A, B, C and E of the application. If you are an individual attorney applying to have an out-of-state CLE course accredited in Texas, you will need to complete parts A, B, D and E of the application. All required sections must be completed and all application fees paid upon submission of the application.

SPONSOR INFORMATION: New sponsor and individual attorneys may leave the 'SPONSOR NUMBER' field blank. All other fields in Part A should be completed.

CLE ACTIVITY INFORMATION: Complete this section with the basic information about the program, including title, date, location and registration fee. Additional dates and locations can be submitted on an attachment. A series of CLE activities on a similar subject, or a series of similar monthly or weekly meetings, will not be considered as one activity. An application will need to be received for each activity. Please estimate the total number of attorneys and other professionals expected to attend. Area(s) of study can be found below. Please indicate the code(s) for the applicable area of study in the space provided.

METHOD OF PRESENTATION: Identify the method of presentation. If this activity is an online computer seminar, or other type of 'interactive participatory' activity, then you will be required to complete Attachment F. Submit Attachment F with your application.

CLE CREDIT HOURS: Calculations of CLE credit hours is based on the actual instruction time and expressed in terms of 60 minute hours, rounded to the nearest one-quarter (.25) hour. Time devoted to breaks, meals, keynote speeches, introductory and closing remarks, is excluded from the calculation. If the course schedule or agenda does not show breaks for attendees at reasonable intervals, breaks will be automatically included in staff calculation of the total number of credit hours. If any portion of the activity is devoted to legal ethics/professional responsibility, then these parts or sessions must be indicated in the course agenda before credit may be granted.

REQUIRED ATTACHMENTS: The required attachments must be submitted with the application form. Failure to submit the required documentation will result in the application being denied accreditation.

SPONSOR ACCREDITATION FEE: Sponsors who meet the following criteria, may be EXEMPT from the accreditation fee: **The CLE activity is sponsored solely by a local or district bar association, (defined as a bar association contained within a particular geographical area of a city, county or state judicial district, and is open for membership to the entire general lawyer population, within such area) AND there is no registration fee charged for attending the activity.** Otherwise a payment option must be selected. The minimum fee, regardless of payment option selected, is \$25. If PAYMENT OPTION A is selected, the entire fee is due upon submission of the application. If PAYMENT OPTION B is selected, then the minimum \$25 is required with the application. Remaining fees should be submitted with the course attendance.

INDIVIDUAL ATTORNEY INFORMATION: Individual attorneys applying for out-of-state CLE credit may skip PART C and complete PART D instead. A separate application is required for each activity. The fee for submission of the application is \$15. Applications for telephone, Internet or other interactive participatory activities require sponsor submission and cannot be accepted by individual member request.

ADDITIONAL FORMS REQUEST: Use this part of the form to request additional forms, if needed.

Accreditation Applications. (Application for Accreditation of CLE Activity). You may request up to 10 copies of this form to be mailed to you. Photocopies of the form are accepted, and this form is also downloadable from the OnlineTools section found at www.texasbar.com.

CLE Credit Input Forms are mailed to each attorney on his or her birth month. This form is used to add or modify CLE credits and self-study on the attorney's record. This form can also be used by Instructors and speakers to claim teaching/writing credit for time spent preparing for an approved CLE activity.

Course Attendance Forms are completed by attorneys while in attendance at a CLE activities. Each sponsor should estimate the number of forms needed, and request that number of forms for their CLE activities. Course Attendance Forms should not be sent to individual attorneys and are only accepted when submitted to MCLE by CLE sponsors.

AREAS OF STUDY

Administrative and Public Law (ADM)
Admiralty and Maritime Law (MAR)
Antitrust and Trade Regulation (ANT)
Appellate Practice and Advocacy (ADV)
Aviation Law (AVL)
Banking Law (BNK)
Business Law (BUS)
Civil Liberties (CIV)
Communications and Media Law (COM)
Constitutional Law (CNL)
Construction Law (CST)
Consumer Law (CSM)
Creditor/Debtor Law (CRD)
Criminal Law (CRM)
Entertainment/Sports Law (ENT)

Environmental/Nat. Resource Law (ENV)
Estate Planning and Probate (EST)
Ethics/Professional Responsibility (ETH)
Family Law (FAM)
Government Contracts Law (GOV)
Guardianship Law (GRD)
Health Law (HEA)
Immigration/Naturalization Law (IMM)
Insurance Law (INS)
Intellectual Property Law (IPL)
International Law (INT)
Judicial (JUD)
Juvenile Law (JUV)
Labor/Employment Law (EMP)
Law Office Management (LOM)

Litigation (LIT)
Malpractice/Professional Liability (MAL)
Mediation/ADR (MED)
Military Law (MIL)
Municipal and Government Law (MUN)
Oil, Gas & Mineral Law (OGM)
Other (OTH)
Personal Injury Compensation (PER)
Practice Skills (PRC)
Real Estate (REL)
School Law (SCH)
Securities Regulation Law (SEC)
Taxation Law (TAX)
Transportation Law (TRN)

CLE Instructions for UTAH Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for Virginia Bar Members

In order to receive CLE credits please,

*Complete the Uniform Certificate of Attendance
and
if you're a student, complete the Virginia **Certificate of
Attendance (Form 2)** and
if you're an instructor also complete the Virginia
Certificate of Teaching (Form 3).*

Leave all documents with course personnel.

May 7, 2008

Address any questions to
annemarie.sullivan@usdoj.gov

CLE Instructions for Virgin Islands Bar Members

In order to receive CLE credits you must complete the
Uniform Certificate of Attendance
and
the Virgin Islands Bar form.

Send the Virgin Islands form directly to the
Virgin Islands Bar
at the address on the form
along with a copy of the agenda.

Leave ONLY the
Uniform Certificate of Attendance with course personnel.

APPENDIX 1

Virgin Islands Bar Association
27 & 28 King Cross Street
Phoenix Court Business Complex
P.O. Box 4108
St. Croix, U.S. Virgin Islands 00822
Tel: (340) 778-7497
Fax: (340) 773-5060

FOR VIBA USE ONLY

CLE hours:

Ethics Hours:

Reporting Year:

Approved: Y N Approval/Denial Date:

_____	_____
_____	_____
_____	_____

ATTORNEY APPLICATION FOR CLE CREDIT/CERTIFICATION OF ATTENDANCE

☐ Check if new address of record.

1. Applicant Information:

Name: _____

Virgin Islands Bar Association ID Number: _____

Address: _____

Daytime Phone: _____

E-Mail Address: _____

2. Title of Program: _____

Course Sponsor: _____

Accrediting Institution: _____

3. Total CLE Hours: _____ including (_____) Ethics Hours

Date(s) of course: _____

Location(s): _____

4. Circle all that apply: LIVE VIDEO AUDIO CD-ROM
IN-OFFICE SATELLITE
TELECONFERENCE INTERNET
TEACHING LECTURING

5. Course Registration Fee: \$ _____

Target Audience: Clients _____ Attorneys _____ Other _____

6. **Required Attachments for Course Attendees (live, in-office, self-study courses):**

- a. All courses: Program schedule *or* agenda (times are needed to verify credit hours), *and*
- b. Courses not automatically approved for credit:
Course materials (table of contents) *or* statement describing the subject matter (information is needed to determine whether course shall be approved for credit)

7. **Required Attachments for members seeking credit for Teaching or Lecturing:**

- a. Statement certifying the number of hours spent in preparation for the class or lecture and number of hours spent delivering lecture to the audience (times are needed to verify credit hours), *and*
- b. Course syllabus, lecture outline *or* statement describing the subject matter (information is needed to determine whether activity shall be approved for credit)

8. **Required Attachments for members seeking credit for VIBA participation:**

- a. Statement describing the officer's or committee's tasks, the scope of the member's participation and the number of hours actually expended attending meetings or working on assigned tasks

9. **CERTIFICATION:** I certify under the penalty of perjury that I attended _____ hours, including
(_____) Ethics hours, of the above-named courses.

Signature of Attorney: _____

Date: _____

CLE Instructions for VERMONT Attorneys

To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.

OLE will report your attendance to your bar.

CLE Instructions for Washington Bar Members

As of June 1, 2006, OLE is not an accredited sponsor with the WSBA. OLE is currently working with the Bar on this issue.

*To maintain a record of your training please
complete the Uniform Certificate of Attendance
and*

*LEAVE IT WITH COURSE PERSONNEL & keep a copy for
your records.*

May 7, 2008

Address any questions to
annemarie.sullivan@usdoj.gov

CLE Instructions for WISCONSIN Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for WEST VIRGINIA Attorneys

**To receive CLE credits,
please complete the
Uniform Certificate of Attendance
and
LEAVE IT WITH COURSE PERSONNEL.**

OLE will report your attendance to your bar.

CLE Instructions for Wyoming Bar Members

*After filling out the Uniform Certificate
of Attendance,
take a*

second copy home with you.

*You may wish to have it **signed**
by a member of the seminar team.*

*Although OLE will forward your
attendance and course information to the
Wyoming State Bar, the Bar also requires
that you report these hours.*